


EMPLOYEE'S WITHHOLDING CERTIFICATE FOR CITY INCOME TAX

1. Please type or print your name: Last, First, Middle	2. Taxing City <input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	Payroll Use Only Deduction Code
Your Home Address	3. Employee Number	4. Exemptions
	5. Exempt Percent	
City, State and Zip Code		
I certify that the above information submitted on this certificate is true, correct and complete to the best of my knowledge and belief. Employee's Signature _____ Date _____		

INSTRUCTIONS FOR COMPLETING CITY W-4 CARD

- Item 1 NAME AND ADDRESS:
The employee should type or print his/her complete name and address.
- Item 2 TAXING CITY:
List the city within Michigan you wish to have taxes withheld. Please indicate Resident or Non Resident. See below for a listing of cities within Michigan that access city taxes.
- Item 3 EMPLOYEE NUMBER:
The employee should type or print his/her employee number.
- Item 4 EXEMPTIONS:
The employee must type or print the number of withholding exemptions he/she wishes to claim.
- Item 5 EXEMPT PERCENT
The employee should enter their exempt percentage.

EMPLOYEES MUST SIGN AND DATE THE W-4 FORM

CITIES WITHIN MICHIGAN ASSESSING TAXES

Resident: Employee living within the taxing city limits.
 Non Resident: Employee working within the taxing city limits.

City	Resident	Non Resident
Albion	1%	0.50%
Battle Creek	1%	0.50%
Big Rapids	1%	0.50%
Detroit	2.90%	1.45%
Flint	1%	0.50%
Grand Rapids	1%	0.50%
Grayling	1%	0.50%
Hamtramck	1%	0.50%
Highland Park	2%	1%
Hudson	1%	0.50%
Ionia	1%	0.50%
Jackson	1%	0.50%
Lansing	1%	0.50%
Lapeer	1%	0.50%
Muskegon	1%	0.50%
Muskegon Heights	1%	0.50%
Pontiac	1%	0.50%
Port Huron	1%	0.50%
Portland	1%	0.50%
Saginaw	1%	0.50%
Springfield	1%	0.50%
Walker	1%	0.50%